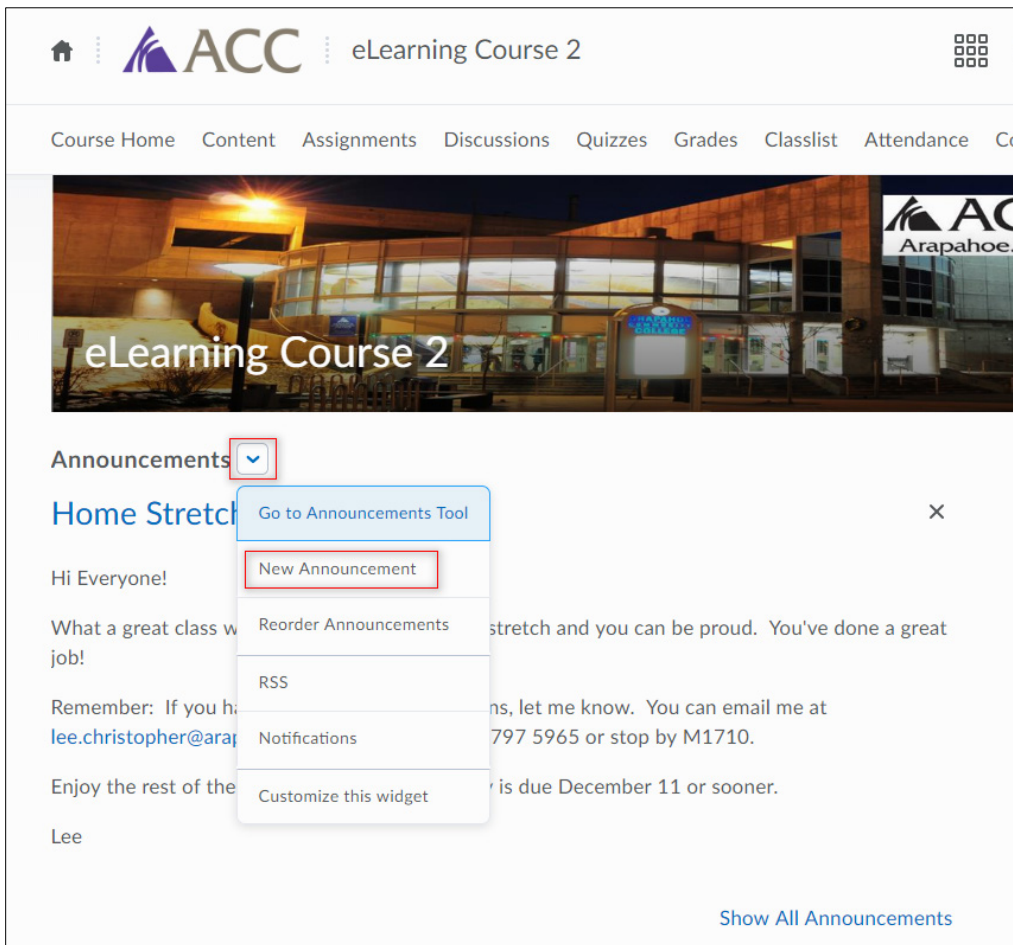
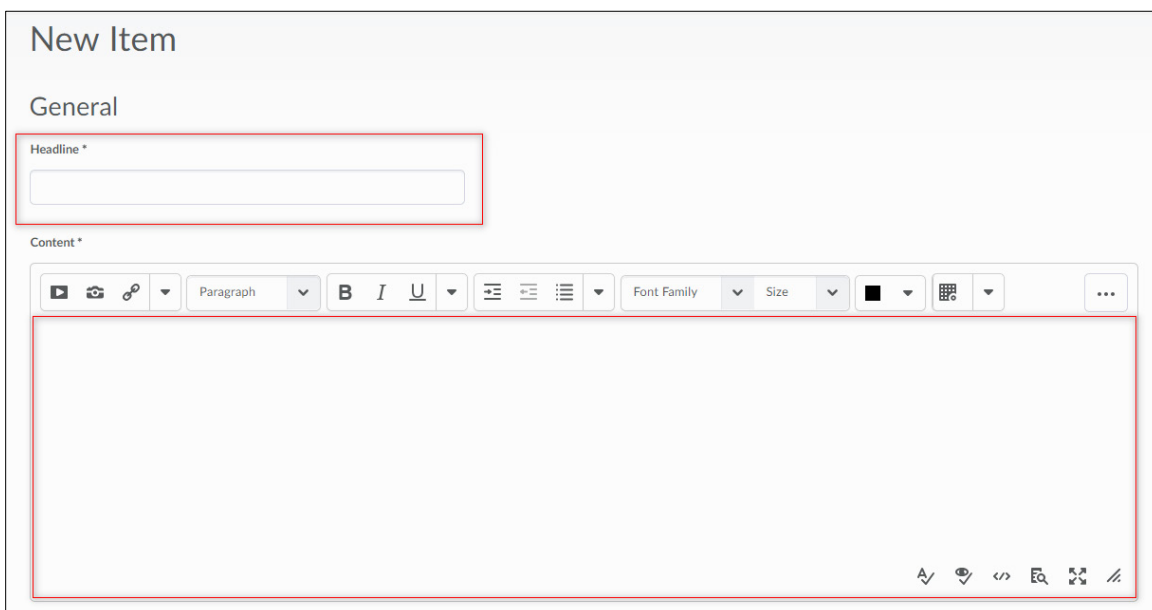


Adding a Welcome Announcement

Step 1: On the Course Home page, select the dropdown menu on the Announcements widget. Select **New Announcement**.



Step 2: A **New Item** window appears where you can type in a **Headline** and **Content** for your welcome announcement.



Step 3: If you scroll down the page, you can set up **Availability** restrictions where you can add **Start** and **End Dates** for when you want the news item to appear and disappear.

Note: Best practice is to add end dates so that only current/relevant items appear on the homepage. Also, be aware that expiring news items does not remove them from the announcements tool list.

Availability

Show Start Date

Always show start date

If unchecked, the start date will be visible only in the Announcements tool to users with permission to edit announcements.

Start Date

5/7/2018 9:14 AM Now

United States - Denver

End Date

Remove announcement based on end date

5/8/2018 12:00 AM Now


United States - Denver

Step 4: When you scroll down further, there will be more options for adding **Attachments** and **Release Conditions** to that announcement item if you need to. After you have completed setting up your announcement item, select **Publish** to save your work and publish it to the homepage. If you want to edit later, you can select the **Save as Draft** option.

Attachments

Add a File

Additional Release Conditions

Attach Existing Create and Attach  Remove All Conditions


There are no conditions attached to this item.


Publish Save as Draft Cancel

After you **Publish** your announcement item the **Announcements** window will show up where you can see all your current and past announcement items. To go back to the course homepage, select the **Course Home** link located on the navigation bar.

Announcements

[New Item](#) [More Actions](#) ▾

Search For...  [Show Search Options](#)

 Delete

<input type="checkbox"/>	Title	Start Date	End Date	Status
<input type="checkbox"/>	New Item ▾	May 7, 2018 9:14 AM	-	Published
This is a sample news item.				
<input type="checkbox"/>	Daylight ▾	Mar 7, 2018 9:22 AM	May 7, 2018 9:09 AM	Expired